

**BY ORDER OF THE COMMANDER
HOLLOMAN AIR FORCE BASE**



AIR FORCE INSTRUCTION 36-1004

**HOLLOMAN AIR FORCE BASE
Supplement**

7 OCTOBER 2013

Personnel

**THE AIR FORCE CIVILIAN
RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 49 FSS/FSMC

Certified by: 49 FSS/CC
(Lt Col Caryn L. Kirkpatrick)

Pages: 3

Air Force Instruction (AFI) 36-1004, *The Air Force Civilian Recognition Program*, is supplemented as follows. It applies to all Holloman Air Force Base (AFB) civilian employees serviced by the 49th Force Support Squadron Civilian Personnel Section (49 FSS/FSMC). This revision delegates approval authority for Exemplary Civilian Service Award (ECSA) and Air Force Civilian Achievement Award (CAA) to group commanders. This instruction implements authorities under AFI 36-1004 and AFI 33-332, *The Air Force Privacy Act and Civil Liberties Program*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49 FSS/FSMC, 681 Second Street, Holloman AFB, NM 88330-8060.

This revision delegates approval authority for Exemplary Civilian Service Award (ECSA) and Air Force Civilian Achievement Award (CAA) to group commanders.

5.4.6.4.1. **(Added)** Approval authority for Exemplary Civilian Service Award (ECSA) is delegated to group commanders.

5.4.7.4.1. **(Added)** Approval authority for Air Force Civilian Achievement Award (CAA) is delegated to group commanders.

ANDREW A. CROFT, Colonel, USAF
Commander, 49th Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009

AFI 33-332, *The Air Force Privacy Act and Civil Liberties Program*, 5 June 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms.

No forms prescribed.

Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

49 FSS/FSMC—49th Force Support Squadron Civilian Personnel Section

AFB—Air Force Base

AFRIMS—Air Force Records Information Management System

ECSA—Exemplary Civilian Service Award

IAW—In Accordance With

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule